

HEAP 2005
(HOME ENERGY ASSISTANCE PROGRAM)

The Community Action Partnership of San Bernardino County (Energy Conservation Program) is processing HEAP (Home Energy Assistance Program) applications for qualifying residents to receive an annual CREDIT, which can be applied towards, GAS or ELECTRIC accounts. **Qualification will be based on criteria set by the State and agency profile goals.**

DOCUMENTATION REQUIRED: (COPIES ONLY)

- Both **CURRENT GAS** and **ELECTRIC** bills are required (all pages to electric bill).
(note: Bills must be for a minimum of 22+ days of service.)
- Rental agreement A **MUST** for **CURRENT** address /mortgage payment book showing your name and proof of residency. **If receiving SECTION 8, please bring Housing Authority papers showing rent amount. NO RENT RECEIPTS**

Acceptable types of IDENTIFICATION :

- CALIFORNIA PICTURE I.D. with **CURRENT** address A **MUST**
No brown change of address cards from the DMV, only current printouts from the DMV will be accepted showing current address.
- SOCIAL SECURITY CARD A **MUST**

Verification of income for ALL HOUSEHOLD MEMBERS:

- Proof of AFDC (TANF), GR or GA for **CURRENT** month
- Proof of S.S.I for 2005 or S.S MONTHLY benefits for the current year. **NO 1099 forms for the prior year SSI/SS payments.**
- Pay stubs for all **PRIOR** 30-DAY pay periods (**NOT PAY DAYS**).
- Verification of child support ("CURRENT MONTH" printout of prior 30 days monies issued) from the district attorney's office
- For state disability, workers comp., unemployment benefits or pension, you must show all pay stubs for all pay periods for the prior 30 days.
- Need verification of income for other adults in household. (if he/she is not working they must apply for unemployment providing us with the approval/denial letter)
- Income contributions/cash payments should include date, name, address of person giving contributions and **MUST** be notarized.

Clients requesting assistance other than the annual HEAP credit, must call our office at (909) 885-1219/ 1-800-635-4618 for qualifying criteria.

REMEMBER: THERE IS NO GUARANTEE YOU WILL BE ASSISTED UNTIL YOUR PAPERWORK AND HOUSEHOLD SITUATION IS REVIEWED. ASSISTANCE IS BASED ON CRITERIA SET BY HEAP STATE REQUIREMENTS, WHICH MUST BE MET BY APPLICANT.



MAIL COMPLETED APPLICATIONS WITH APPLICABLE DOCUMENTS

Community Action Partnership of San Bernardino County
686 E Mill Street,
San Bernardino, CA 92415-0610
Rev 12/22/04 jeh

**NOTE: FAXED APPLICATIONS OR DISCONNECT
NOTICES (THROUGH THE MAIL) ARE NOT ACCEPTABLE**